

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 15-73

13 June 1973

To: All Training Officers of the Agency

AGENCY SPONSORSHIP AT LOCAL COLLEGES & UNIVERSITIES  
1973 Fall Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1973 Fall Semester should follow the schedule outlined below.

8 August 1973, Wednesday: Form 136, "Request for Training at Non-Agency Facility," is due in OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, if a tuition advance is desired. Training Officers will be notified by telephone of those employees approved to receive tuition advances. Any request received after 8 August will be handled on a reimbursement basis after approval by OTR and upon the submission of a tuition receipt and Form 264, "Request for Reimbursement." All reimbursements must be approved and certified by the Office of Training.

27 August 1973, Monday: Tuition advances will be disbursed in Room 1A-07 Headquarters, between 1330 and 1530 hours. Accounting instructions will be given at this time.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, cover status, approving signatures, certification of funds, entrance-on-duty date, etc. Also indicate whether employee is a graduate, undergraduate, or special student, and where applicable, resident or non-resident of State).

Questions on the above may be directed to OTR/ISS/AIR, extension 3137.

NOTE: Since registration dates for Montgomery College and Prince George's Community College are prior to the tuition advance date, requests for courses at these colleges will be handled separately.

(Over, please)

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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1973 FALL SEMESTER  
SCHEDULE--WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	6 - 8 Sep	10 Sep
Off Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	5 - 8 Sep	10 Sep
<u>Federal City College</u>	24 - 28 Sep	1 Oct
<u>George Mason University</u>	27 - 30 Aug	4 Sep
<u>George Washington University</u>		
On Campus	6 - 8 Sep	10 Sep
Off Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	4 - 5 Sep	6 Sep
<u>Howard University</u>	29 - 31 Aug	4 Sep
<u>Montgomery College</u>	21 & 22 Aug	27 Aug
<u>Northern Virginia Community College</u>	24 - 26 Sep	1 Oct
<u>Prince George's Community College</u>	22 Aug	28 Aug
<u>University of Maryland</u>		
On Campus	27 - 28 Aug	29 Aug
Evening Session	4 - 7 Sep	10 Sep
Off Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
(Northern Virginia Regional Center)	28 Aug - 12 Sep	17 Sep
<u>U.S.D.A. Graduate School</u>	20 - 29 Sep	1 Oct

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